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**Minutes of the 115th Annual General Meeting of the  
Association of Port Health Authorities  
Tuesday, 9 September 2014**

**Chadwick Court, 15 Hatfields, London. SE1 8DJ**

<b>14/01</b>	<b>List of Attendees</b>	<b>Person Responsible</b>
	<p><b>List of Attendees:</b>  <b>Bill Arnold, Swansea Bay PHA (BA)</b>  <b>Adam Boggis, Great Yarmouth BC</b>  <b>Ivan Bratty, Defra Isle of Man</b>  <b>Cllr Eric Burgoyne, Manchester PHA</b>  <b>Val Cameron, States of Guernsey</b>  <b>Damian Connolly, Belfast City Council</b>  <b>Gary Cooper, APHA</b>  <b>Lynnette Crossley, Manchester PHA</b>  <b>Laurence Dettman, Hull &amp; Goole PHA (LD)</b>  <b>Cllr Linda Dirir, Manchester PHA</b>  <b>Gary Gould, RAF Environmental Health</b>  <b>Trevor Greener, North Tyneside Council</b>  <b>Stephen Hunt, Neath Port Talbot CBC (SH)</b>  <b>Graham Jukes, CIEH (GJ)</b>  <b>Nicholas John Kelly, Cornwall Council</b>  <b>Cllr Patrick McCarthy, Belfast City Council</b>  <b>Andrew McClenaghan, Belfast City Council (AM)</b>  <b>Cllr Keith Morley, Manchester PHA (KM)</b>  <b>Christopher Rankin, Liverpool City Council</b>  <b>John Robinson, Manchester PHA</b>  <b>Michael Roche, Sefton Council</b>  <b>Andrea Smith, Manchester PHA (AS)</b>  <b>Geoffrey Smith, Uttlesford DC</b>  <b>Andrea Smith, Manchester PHA</b>  <b>Cllr John Warman, Swansea Bay PHA (JW)</b>  <b>Sandra Westacott, Southampton PHA (SW)</b>  <b>Cllr Jeremy Wolfson, Mersey PHA</b></p> <p><b>Minutes taken by: Gary Gould</b></p>	
<b>14/02</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>
	No apologies received	
<b>14/03</b>	<b>Chairman's Welcome</b>	<b>Person Responsible</b>
	Cllr Patrick McCarthy opened the meeting at 10.30 and introduced himself as the new Chair of the APHA Executive Board.	
<b>14/04</b>	<b>Minutes of Previous 114<sup>th</sup> Annual General Meeting Headlands Hotel, Newquay.</b>	<b>Person Responsible</b>
	Approved. Proposed AM, seconded BA. Agreed with one amendment that Sandra Westacott was not a Councillor, (item 13/06) None	

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<b>14/05 Matters Arising</b>	<b>Person Responsible</b>
None	
<b>14/06 Report of the Overview and Scrutiny Committee</b>	<b>Person Responsible</b>
The Chair directed attendee's attention to the written report of the Overview and Scrutiny Committee contained within the AGM pack and asked if there were any questions. There were none. Thanks were given to Bill Arnold for the speed and accuracy of the Overview and Scrutiny Committee minutes.	
<b>14/07 Technical Committee Reports</b>	<b>Person Responsible</b>
<p>The Chair directed attendee's attention to the reports of the following Technical Committees that were included in the AGM Pack and thanked the secretaries of the committees for compiling them and their work throughout the year.</p> <p style="padding-left: 40px;">Environmental Health &amp; Hygiene, <i>Lynnette Crossley</i></p> <p style="padding-left: 40px;">Imported Food &amp; Feed, <i>Jo Hackworth</i></p> <p style="padding-left: 40px;">Airports Committee, <i>Geoff Smith</i></p>	
<b>14/08 Future Arrangements</b>	<b>Person Responsible</b>
<p><b>a. Technical Committee Structure &amp; Meetings: <i>Lynnette Crossley</i></b></p> <p>Lynnette summarised identified the principle problems encountered by the Technical Committees was one of falling numbers that had resulted in the new format introduced in June 2014. It was contended that interest and attendance may have improved if a training element was introduced, however even with a training element bolted on, attendance at the June meeting was very low. Whilst it was appreciated that budget cuts and dwindling membership played a part, there were other aspects that could and needed to be improved upon. The provision of video conferencing and the distribution of papers in advance. Communication was key be it between the committees and the board or to the wider world. She was concerned that Public health England (PHE) sent out guidance on the Ebola outbreak affecting parts of Africa without any consultation or mention of APHA or Port Health. Training should be relevant and targeted.</p> <p><b>AS</b> asked if the current structure of the Technical Committees could work and what could be done to improve attendance. <b>LC</b> replied that a broad range strategy needed to be adopted but key was to convince elected members that APHA as an organisation was both relevant and indispensable. Were training sessions open to everyone because they should be advertised to the whole membership?</p> <p><b>SH</b> thanked <b>LC</b> and stressed the importance of elected members in getting the message across. APHA needs to be protected and stronger. <b>LC</b> replied that elected members needed to know what APHA was about.</p>	

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**JW** said that the cuts to local authority expenditure saddened him and was concerned about the loss of public spending impacting on officers training. It highlighted the need for national recognition.

**AM** stated that the Technical Committees were the lifeblood of the organisation and critical to the work undertaken. They should be attended by the leaders of the field not those that lack experience or need training. He suggested that training should be separated from the meetings. They should also be organised so that one representative from a PHA could attend all and not, as present, either Airports and Eh and H or BiP and Imported Food.

**AS** suggested video conferencing. **GG** stated that video conferencing was available at CIEH.

**LD** agreed that training should be separate from the Technical Committee meetings but also suggested that the concept "committee" was misleading considering the work undertaken and APHA should move away from it.

**GJ** confirmed that video conferencing was available at the CIEH but that the expertise within the rank and file needs to be captured and brought to the fore, for national threats etc. Information needs to be got out and the CIEH will be able to help broadcast that message once it has been compiled and the CIEH will be able to support APHA in that. The visit to the House of Commons scheduled for that afternoon was a good opportunity to get the message out but he agreed that APHA need to sort out its communication.

**SH** stated that finance is as important and that APHA needed to generate other resources in order to retain expertise.

**BA** mentioned his suggestion to the Board that APHA funds the travel of a member of each of the PLaN groups to attend the Technical committee meetings on the condition that they not only represent their PLaN but also report back.

**GC** confirmed that a member from each of the PLaNs had been funded to attend 2 days of conference.

**AM** Stressed that when scheduled, meetings are to take place on that date and not cancelled or postponed. The Chair confirmed that that lesson had been identified and learnt.

## b. Creation of a Technical Board: *Val Cameron*

Val described how the concept of a Technical board arose from work undertaken by *The Futures Group*. The idea being for front line operational staff being actively involved in the decision making at APHA. This would provide an effective link between the Technical Committees and the Executive Board. It would build capacity and help shape the future of the organisation. They would be required to make technical decisions on any subject, advise the board and politicians. This may eventually result in the phasing out of the Technical Committees.

**SH** supported the idea.

**VC** went further by saying that business would need to be done by video conferencing and electronically to speed things up and less reliance on physical meetings. She then asked the AGM to support the idea so that it may be developed. This should be

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<p>open and information shared.</p> <p><b>AS</b> highlighted the difficulty in securing the assistance of members to take on tasks and deliver. A Technical Board may facilitate this.</p> <p><b>VC</b> formally proposed the creation of an "Operational Board" (note the change of name from Technical to Operational).</p> <p>Seconded by <b>SH</b></p> <p>Carried</p> <p><b>c. Role of PLaN Groups; Bill Arnold</b></p> <p>Bill provided an AGM with an explanation on the role and function of a PLaN group and how it operates in Wales. As previously mentioned, APHA is to fund one representative from each PLaN to attend the Technical Committee meetings and report back. It was stressed that the new website is required to improve communication both up and down the organisation.</p>	
<p><b>14/09</b>      <b>Proposed Changes to the Articles of the Association and Operating Arrangements: John Robinson</b></p>	<p>Person Responsible</p>
<p>John summarised the changes to the articles and the reason behind them i.e. in order to align them with the Operating Arrangements. He then read the executive summary to highlight the changes and confirmed that each member had been sent an e-copy of the amended documents. He also thanked the support of Bill Arnold and the O &amp; S committee for their assistance in this work before formally proposing that the AGM agree to the changes.</p> <p>Seconded <b>KM</b></p> <p>Carried</p> <p><b>BA</b> Then asked for volunteers to take up the vacant positions on the O&amp;S Committee.</p> <p><b>Secretary's note:</b> 2 volunteers later came forward Cllr Steve Hunt and Dee Wilson (Grimsby) subject to confirmation of the latter's membership status.</p>	
<p><b>14/10</b>      <b>Secretary's Report: Gary Cooper</b></p>	<p>Person Responsible</p>
<p><b>a. Proposed administration support to APHA by CIEH</b></p> <p>Gary described the administration support that had been provided by the CIEH since the last AGM. The company's address had been changed to that of Chadwick Court, a desk, telephone and computer had been provided for APHA use, together with assistance in administration and membership. In addition Gary Gould had been working for the Association for 2 days a week (1 day at from Chadwick Court and 1 day at home) for the past 3 weeks. This had proven to be extremely effective. The price for the services provided by the CIEH are being negotiated and will be brought before the next Executive Board meeting in February 2015.</p> <p><b>Secretary's note:</b> this was an accidental slip, the next Executive Board meeting is actually in October 2014 where the costs will be discussed.</p>	

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**KM** suggested that it was critical to continue to employ someone working for the Association.

The Chair advised the AGM that one of purposes of the scheduled visit to the Houses of Parliament was in fact to lobby Parliament for funding.

**GJ** commented that the Organisation could not survive on volunteer effort alone because it was important to have someone "on the ground". He recognised the sterling work carried out by John (Robinson), Val (Cameron), and Gary (Cooper) but observed that they all had a "day job" so it was good to have a permanent point of contact. He was "excited" at the prospect of working closer with APHA and would like to be kept informed about the workings of the Technical Working Group (committees/Operational Board). He acknowledged that politicians do not understand what Port Health is and the need for a national focus; the Elliott Report identified the need for the FSA to liaise with Port Health. There is, therefore, a need for national funding. He mentioned the National Environmental Health Board meeting scheduled for the end of the month at which APHA will be represented, where they will be looking at "ring fencing" funding sources.

**HB** said that the problem is we are the poor relation and MPs don't understand what we do. A report is needed that describes the impact lack of funding is having on Environmental Health.

## b. Financial Report

Gary Cooper drew attention to the financial report contained in the AGM pack and highlighted that APHA ran at a loss of approximately £200 last year but on a positive note 43 members had renewed comprising 36 Corporate, 1 International and the rest PlaN members. This resulted in a projected £40,500.00 income in membership fees.

**SH** asked whether it was envisaged the need to pull funding from other sources.

**GC** replied that it was essential if APHA were to do everything it would like to. He then recommended that APHA continue to employ someone 2 days a week.

## c. Communications

Gary reported that work on the new website was ongoing but that the old one was still functioning. A design for the new website had been submitted and subsequently rejected 3 times as unacceptable in that it was not professional enough. The developer has since resigned from the company, who were now looking for a replacement. Gary said that he would be consulting with the Executive Board on whether to continue with the current company or appoint a new one to develop the website. He also confirmed that a key aspect will be the Forum that is to be mounted on the new website and encouraged its use by all. It will be monitored and its content used to generate a newsletter.

**LD** Commented on the importance communication and the website and that for people to look at it they need to know it is there; he questioned whether the web address was promulgated by e-mail to everybody who may be interested?

**SW** Queried whether there would be Quality Control on the Forum? Chair replied that there was; access will be restricted to members of the Association and others would need to apply. The contractor would run it and APHA would act on their advice.

## d. Date and Location of Executive Board/ O&S Meetings.

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<p>Gary reported that confirmation of the proposed dates was still awaited.</p> <p>LD queried the problem with fixing meeting dates because they needed to be fixed well in advance. GC replied that there was a problem booking a room at the CIEH on certain dates and that an alternative venue was being investigated.</p> <p><b>Secretary's note:</b> Dates and locations confirmed as:</p> <p><b>Executive Board:</b></p> <p>15 Oct 14 Manchester Town Hall. Joint meeting with O&amp;S 14.Jan 15 CIEH, Chadwick court, London 15.Apr 15 CIEH, Chadwick court, London 15 Jul 15 CIEH, Chadwick court, London 14 Oct 15 Manchester Town. Joint meeting with O&amp;S</p> <p><b>Oversight and Scrutiny Committee</b></p> <p>15 Oct 14 Manchester Town Hall. Joint meeting with Executive Board 28.Jan 15 CIEH, Chadwick court, London 29.Apr 15 CIEH, Chadwick court, London 29 Jul 15 CIEH, Chadwick court, London 14 Oct 15 Manchester Town. Joint meeting with Executive Board</p>	
<p><b>14/11 Any Other Business</b></p>	<p>Person Responsible</p>
<p>There was none.</p> <p>The Chair thanked everyone for their attendance and closed the meeting at 11.30</p>	

G COOPER  
COMPANY SECRETARY  
ASSOCIATION OF PORT HEALTH AUTHORITIES